



CALIFORNIA POLICE ACCREDITATION COALITION

Meeting Minutes

March 31, 2011

UC Davis Police Department

One Shields Avenue

Davis, CA 95616

Linda Kaus
President

Modesto Police Dept
(209) 572-9692

Kerry Jackson, Capt.
First Vice President
Alameda County S/O
(510) 208-9831

Mark Mosier, Lt
Second Vice President
Hayward Police Dept
(510) 293-7076

Bernie Cunha
Secretary
Hayward Police Dept.
(510) 293-7128

Martha Villanueva
Treasurer
San Francisco State Univ.
(415) 338-3950

Dennis Hyater
CALEA Representative

The meeting was called to order by Linda Kaus at 1015 hours.

Welcome and Introductions

Linda Kaus introduced Chief Annette Spicuzza who welcomed the members and provided opening comments. Chief Spicuzza explained that UC Davis is one of 10 campuses in the UC system, covers approximately 9 square miles and is virtually a self-contained environment not unlike a small city. Chief Spicuzza thanked the members for coming to the meeting and for providing information and input to assist with her staff's preparations for seeking CALEA accreditation.

Thank you to Chief Spicuzza and the UC Davis Police Department for hosting the meeting and for providing the wonderful lunch.

Other members/agencies in attendance were:

Linda Kaus - [Modesto PD](#)

Mark Mosier, Jason Martinez, Bernie Cunha - [Hayward PD](#)

Annette Spicuzza, Joyce Souza, Nader Oweis - [UC Davis PD](#)

James Williams, Paul Malech - [Oakland Housing Authority PD](#)

Kerry Jackson, Doug Matteo, Robert Scroggin, Krystal Hall, Patricia Redd - [Alameda County Sheriff's Office](#)

Ruben Leal, Tim Hinkson, Kevin Davis - [CHP](#)

Sherry Lange - [Pismo Beach PD](#)

Martha Villanueva - [San Francisco State University PD](#)

Michelle Gonzalez - [Lake County Sheriff's Office](#)

Mike Trudeau - [Livermore PD](#)

Presidents' Update

Linda explained that Rocklin would not be attending today as their chief is retiring and they are having a farewell reception for him today. Linda further noted that four agencies attended conference last week – Hayward for initial accreditation and Modesto, Oakland Housing Authority and Rocklin for re-accreditation. In addition, Modesto and Oakland Housing were awarded flagship agency status. Linda explained that she met newly appointed Commissioner Farrow from CHP and she provided an overview of the conference activities.

Linda reminded everyone of the CALPAC website. The website can be accessed at www.californiapac.org. The member's only area of the website requires a login and password. For security reasons, as some of our meeting minutes have appeared on the internet, please contact Linda if you need the login ID and password for the member's only area. Linda provided our webmaster, Mark Reese with some photographs and will be sending more in the future.

Linda also explained that the board had decided on an appropriately engraved pen & pencil set to recognize those former PAC presidents and supporters of the CALEA process from our PAC. It was decided that these would be presented to Paul Crane (who is now living in Washington), Brian Masterson and former sheriff Charlie Plummer.

1st Vice President

Kerry Jackson shared some comments from his last onsite assessment at the Winnebago County Sheriff's Office in Illinois. Kerry said it was a pleasant experience in that he worked well with the team leader and there were few issues. Kerry explained that there was some controversy associated with the external interviews as the sheriff is a retired chief who was recently elected and some of the comments remained from election politics. No significant issues with the agency were noted.

Kerry also provided an update on the 501c3 process. During our board meeting he was able to speak with Harry Bruno who is working on the process for us and found out that the delay has been related to a combination of staffing issues at the state level, as well as a new requirement that the state has placed upon us. We must fill out and resubmit a new application on their redesigned form even though we have had an application in for some time. It seems that they have made changes to the form; however it has not gone through final approval and is not available for us to submit at this point. Harry estimated approximately six more weeks. In addition, Harry submitted the filing fee out of his personal funds, so there will be a reimbursement due from the PAC at some point.

2nd Vice President

Mark Mosier provided an update on California agency participation in CALEA, explaining that there are now seventeen California accredited agencies and five more are in self-assessment at this time.

Treasurer

Martha provided an updated checking account balance of \$3,185.00. Martha also explained that we have nine agencies that remain unpaid for this year. Martha reminded the group of the necessity to keep the PAC updated with personnel changes in order to ensure that our information is getting to the correct individuals.

Secretary

Bernie acknowledged one correction in the minutes from the December meeting that had already been received and asked the group for any other corrections or modification to the minutes. None were received and the minutes were approved. Bernie also requested that everyone make sure to sign in on the roster so that they might be included in the minutes.

Post Update

There was not POST representative in attendance at today's meeting.

New Business / General Discussion

Linda began a review of the recent conference in Bethesda and asked for comments from those members who were in attendance. Jim Williams from OHAPD was asked to sit on the accreditation manager's panel. He stated that it was a good experience with the format being a question and answer process from the audience. He stated that the questions from the audience centered on process and compliance issues from the standpoint of gaining information and assistance with various compliance methods. He stated that the panel answered most questions as a group and provided information on their experiences with onsite assessments and standards compliance methods. Linda informed the group that Modesto and OHA both functioned as flagship agencies and had completed perfect on site's during their recent assessments.

Mark Mosier commented on the Thursday night host event, held at the International Spy Museum. He stated that there was ample food and an open bar provided. He further commented on the conference location adding that it was a good venue and the conference went well overall, despite a noticeable limited sponsorship at this conference. Mark attributed this to the difficult economic times everyone is facing. Several members noted the small number of vendors in attendance.

Mark also provided an overview of the new onsite re-engineering process which prompted some discussion from the group. Mark explained that the goals of the new process appear to be a focus on less file review and more time actually interacting with agency personnel and community representatives. The process begins with an optional decision by the agency to participate in this type of assessment. The agency must undertake a SWOT analysis process by which they will determine answers and provide input in each of the SWOT areas during a conference call with CALEA. Approximately 8 to 10 weeks prior to the assessment a conference call is held that includes the assessment team, the CALEA program manager, the agency CEO, accreditation manager and any key members of the agency's team that the agency deems appropriate. During this extensive conference call, the determination is made as to which, if any, files are to be mailed off. When the assessors arrive for the actual onsite, then any additional files that need review are handled, but the bulk of the time is spent interacting with agency personnel and interviews with staff and representatives from the community. General comments from those agencies that have participated in the process were very positive, as well as excellent comments from the assessors selected to beta test the process. This process is still in beta testing stage, will never be used for an initial assessment, and will remain an optional choice for those agencies available. It is the general consensus that this process will be utilized with tenured accredited agencies who are in their fourth or later reaccreditation. There will be continued beta testing and another review at the July conference.

Doug Matteo from ACSO provided his thanks to the assessors who helped with the two mocks that ACSO has conducted in preparation for their upcoming onsite. He stated that there were some variations in opinion between the two mocks that actually were beneficial from the standpoint of file review.

Linda explained that UCSF PD is having their onsite this weekend and relayed the offer for anyone to call in during their public comments period that wished to provide input.

Martha Villanueva is working on her second reaccreditation cycle for SF State.

Tustin PD is scheduled for their initial onsite assessment beginning this Saturday.

There was some discussion regarding the CALEA annual report and Deputy Scroggin from ACSO stressed the importance of gathering information all during the cycle versus waiting till the end of the year. He also utilizes much of this information in compilation of his tables as part of an ongoing information gathering process.

The CALPAC application has been revised by Martha to allow for clarification on the dues structure.

There was some discussion of standard 46.1.8 as requested by CHP. This standard deals with the quarterly inventory of emergency equipment. Several agencies provided input as to how they comply with this standard and clarified their interpretation of emergency equipment.

Linda provided information from the PAC presidents meeting which she attended. She stated that it is apparent that CALEA really wants to pursue some form of standard / requirement for officers to hold a 4 year degree. She allowed that there was much discussion from the commissioners as well as from agencies and this has been tabled for further review and discussion at the next conference. Mike Trudeau commented that this was also covered at the SRIC meeting, and the commissioners explained that most all of the comments from agencies had been negative.

There was also some discussion of the issue of final reports. Many agencies would like to see some process by which the final report is sent to the agency accreditation manager for review for accuracy prior to the report being finalized and sent to CALEA and the agency CEO. This process would alleviate the need for minor correction and time delays caused by having to send the report back and forth several times.

Linda mentioned that the New Jersey PAC has initiated a CALEA forum on Facebook for those that use the site. Linda also led a short discussion regarding the new tiered accreditation process and provided information regarding access of the announcement on the CALEA website or in CALEA news. Linda also asked the group to consider submission of any CALEA success articles. She explained that she had met with Janice Dixon at the conference and Janice had requested assistance with gathering articles for the "Accreditation Works" section of the CALEA news. Linda explained that Janice is willing to do all of the editing and prep for publication if you would like to submit an article. There are several references available off the CALEA website as examples.

Next meeting will be in June, hosted by the Hayward Police Department. More to follow on this issue.

Meeting adjourned at 1340 hours.